



CPAA Support Team

Meeting Summary, 10/22/2015

On Thursday, October 22nd, 2015, the CPAA Support Team gathered via teleconference for a meeting to prepare for the November 12th Council meeting.

I. Review Finance Committee Charter

The Support Team reviewed the Finance Charter, which was updated with one phrase recommended by the Council at the October 10th meeting. The Support Team agreed that with this new language, the Council has approved the document, and a final version will be distributed to the broader group

The next step is to gather nominations for finance committee members. The Support Team suggested that backbone staff send out a very brief, simple template for nominations to the Council. The template will ask for the nominee's name, organization, background or finance experience, the reason they want to serve on this committee, and an attestation that they will commit to one year of service.

Action: CHOICE staff will send out a final version of the Finance Committee Charter with an adoption date of October 10, 2015, along with a template document for committee member nominations. Nominations will be announced during the November 12th Council meeting with the intent that nominees will be elected that same day.

II. Communications Plan Development

The Support Team was updated on the progress of drafting the CPAA Communications and Engagement Plan. Backbone staff has begun initial development and plans to have a draft for Support Team review prior to the November Council meeting. The Support Team recommended that the Communications Plan include key messaging regarding why the work of the ACH matters, especially in connection with the Triple Aim. Using the pilot project as an example of how a cross-sector effort can work was suggested for additional messaging with the Communications Plan. The group also suggested including language to emphasize that the goal is to bring about system transformation in the region.

Action: Backbone staff will send out a preliminary draft Communications and Engagement Plan to the Support Team prior to the next Council meeting. The document will likely be largely updated once the major RHIP work is done in November.



III. CPAA Roles for External Meetings

The Support Team discussed that requests for council members to represent the CPAA at external events and meetings has been increasing and will likely continue to increase. The group will continue to think about what the best way of sharing these opportunities is in order to share the responsibility and make sure that the CPAA is well-represented. The team suggested that it may be prudent to include a section about this topic in the forthcoming Communication and Engagement Plan.

Action: The Support Team will continue thinking about and discussing this topic at future meetings. Backbone staff will also keep the team members informed of any CPAA representation requests that staff is presented with in the future.

IV. Regional Health Improvement Plan Discussion

Backbone staff shared with the Support Team that only one council member has responded so far with their RHIP feedback from using the criteria tool worksheet. The team agreed that another reminder should go out with a direct request to submit feedback by next **Friday, October 30th**. Support Team members also shared that the MCOs will be meeting together on Friday, October 23rd to discuss this RHIP, and feedback from those members should be available shortly after.

Action: CHOICE staff will send out another request and reminder on Monday, October 26th and begin compiling feedback after Friday, October 30th.

V. November Council Meeting Agenda

The Support Team agreed that as long as members send in sufficient RHIP feedback prior to the Council meeting (a goal of at least 20 worksheets), then the Council should be able to narrow down to 2-3 initial strategies to act on in November. The group also discussed the importance of reviewing the strategies with the perspective of having a balanced portfolio, and encourages this during the strategy selection process.

The Support Team was also informed that the Center for Community Health & Evaluation and the Washington Dental Service Foundation will both be sending representatives to the November Council meeting. Any supporting documents or information about the organizations will be provided along with Council materials prior to the meeting.

VI. Next Steps

- The Next CPAA Council Meeting is scheduled for **November 12, 2015, 1:00–4:00PM at Summit Pacific Medical Center.**



- The next Support Team meeting is scheduled for **November 19, 2015, 1:30–3:30PM via teleconference.**